

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-30—EMERGENCY TRAVEL

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SUBPART C—PERSONAL EMERGENCY SITUATION

Sec.

- 301-30.200 What travel expenses will my FAA pay if I interrupt my temporary duty assignment due to a personal emergency situation and travel to an alternate location where the personal emergency exists and return to my temporary duty assignment?
- 301-30.201 What expenses will FAA pay for me to return to my official station if I interrupt my temporary duty assignment due to a personal emergency situation and return to my official station?

SUBPART A—GENERAL RULES

- § 301-30.1 What is “family” for purposes of this part?** Family is any member of the employee’s immediate family, as defined in § 301-1.3 of part 301-1 of this chapter, who is a member of the employee’s household at the time the emergency situation arises. For purposes of this part, the employee’s agency may, on an individual case basis, expand the definition for compassionate reasons to include other members of the extended family of the employee or the employee’s spouse when warranted by the circumstances of a particular emergency situation.
- § 301-30.2 What is an “incapacitating illness or injury” of the employee?** It is one that occurs suddenly for reasons other than the employee’s own misconduct and renders the employee incapable of continuing the travel assignment either temporarily or for its remaining duration. The sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control.
- § 301-30.3 What is a “personal emergency situation”?** It means:
- (a) The death or serious illness or injury of a family member;
 - (b) A catastrophic occurrence or impending disaster such as fire, flood, or act of God which directly affects the employee’s home at the official station or the family.
- § 301-30.4 What is a “serious illness or injury of a family member”?** It means a family member experiences:
- (a) A grave, critical, or potentially life-threatening illness or injury;
 - (b) A sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life-threatening based on the best assessment available; or
 - (c) A less serious illness or injury in which the absence of the employee would result in great personal hardship for the employee’s immediate family.

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§ 301-30.5	What is the “point of interruption”?	<p>It means:</p> <ul style="list-style-type: none">(a) The point where the employee interrupts or discontinues his/her temporary duty assignment, whether it is at the temporary duty location or some other point where travel is interrupted; or(b) In the case of an interruption due to the incapacitating illness or injury of the employee, the point of interruption may be the nearest hospital or medical facility capable of treating the employee’s illness or injury.
§ 301-30.6	What is an “alternate location”?	<p>A destination, other than the employee’s official station or point of interruption, where necessary medical services or a personal emergency situation exists. It does not include the nearest hospital or medical facility capable of treating an employee’s illness or injury.</p>
§ 301-30.7	What are “excess travel costs”?	<p>The amount, if any, by which transportation and subsistence costs for travel between the point of interruption and the alternate location exceed such costs for travel between the employee’s official station and the alternate location.</p>
§ 301-30.8	What is the purpose of FAA payment for emergency travel?	<p>To ensure that an employee who experiences an incapacitating illness or injury or a personal emergency situation while performing official travel is not inequitably burdened with additional travel costs by reason of his/her incapacitating illness or injury, or personal emergency situation.</p>
§ 301-30.9	Must my FAA pay my emergency travel expenses?	<p>No.</p>
§ 301-30.10	In what situations may FAA pay emergency travel expenses?	<p>FAA may pay when:</p> <ul style="list-style-type: none">(a) You experience an incapacitating illness or injury while at or en route to or from a temporary duty location as discussed in subpart B of this part; or(b) A personal emergency situation occurs while you are at or en route to or from a temporary duty location as discussed in subpart C of this part.
§ 301-30.11	What should I do if I have to interrupt or discontinue my temporary duty travel assignment because of an incapacitating illness or injury or because a personal emergency situation occurs?	<p>You should contact your travel authorizing/approving official for instructions as soon as practical after the incapacitating illness or injury or the personal emergency situation occurs.</p>

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SUBPART B—INCAPACITATING ILLNESS OR INJURY OF EMPLOYEE

Expenses At Point Of Interruption

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| § 301-30.100 | Will FAA pay my subsistence expenses at the point of interruption if I interrupt a temporary duty assignment because I experience an incapacitating illness or injury? | Yes, FAA may continue to pay for your subsistence expenses under part 301-11 of this chapter at the point of interruption for a reasonable period regardless of what type leave you take. A reasonable period generally is 14 calendar days or less, although FAA may approve a longer period if justified by the circumstances of your case. |
| § 301-30.101 | Is there any instance when my subsistence costs are not payable under this subpart? | In addition to the prohibition contained in § 301-11.2(a) of part 301-11 of this chapter on payment of per diem at your official station, FAA may not pay per diem if you are confined to a hospital or medical facility that is within proximity of your official station or that is the same one to which you would have been admitted if your illness or injury had occurred while you were at your official station or residence. |
| § 301-30.102 | May FAA pay subsistence expenses at my point of interruption if I receive Government-provided hospitalization? | Generally, FAA may not pay your subsistence expenses if the Government provides or reimburses you for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) Medical Center or military hospital). However, subsistence expenses are payable if your hospitalization is paid under the Federal Employees Health Benefits Program (5 U.S.C. 8901-8913). |

Travel To An Alternate Location For Treatment

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| § 301-30.120 | What travel expenses will FAA pay if I interrupt my temporary duty assignment due to an incapacitating illness or injury and travel to an alternate location to receive treatment for my illness or injury and return to my temporary duty assignment? | FAA will pay only the excess travel costs as defined in § 301-30.7 of this part. |
| § 301-30.121 | What subsistence expenses will FAA pay while I am at an alternate location receiving treatment? | FAA may continue to pay your subsistence expenses in the same manner and under the same conditions as provided for the point of interruption under § 301-30.100 of this part. Your allowable subsistence, however, will be limited to the maximum per diem or actual subsistence expense rate, as applicable, prescribed for your point of interruption. |

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Return To Your Official Station

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| § 301-30.140 | What expenses will FAA pay for me to return to my official station if I interrupt my temporary duty assignment due to an incapacitating illness or injury and return to my official station? | FAA will pay for your transportation and subsistence expenses en route when you return from your point of interruption to your official station. |
| § 301-30.141 | Will FAA pay for returning me to my temporary duty location once my health has been restored? | Yes, if FAA decides it is in the Government's interest to return you to the temporary duty location, but such return will be considered a new travel assignment at Government expense. |

SUBPART C—PERSONAL EMERGENCY SITUATION

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| § 301-30.200 | What travel expenses will FAA pay if I interrupt my temporary duty assignment due to a personal emergency situation and travel to an alternate location where the personal emergency exists and return to my temporary duty assignment? | FAA will pay only the excess travel costs as defined in § 301-30.7 of this part. Subsistence is not payable while you are at the alternate location. |
| § 301-30.201 | What expenses will FAA pay for me to return to my official station if I interrupt my temporary duty assignment due to a personal emergency situation and return to my official station? | FAA will pay for your transportation and subsistence expenses en route when you return from your point of interruption to your official station. |